

Office of State Procurement

How to Do Business With The State of Louisiana



Agenda

Office of State Procurement

Procurement Methods and Strategies for Success

State Systems and Registration

How to Respond to an Invitation to Bid

How to Respond to a Request for Proposal

Resources

Q & A



Office of State Procurement

Centralized procurement office for most executive branch agencies

Promulgate rules and develop procurement policies and procedures

"Fair, open, and transparent"



Methods of Procurement

Small Purchases

- Small Purchase Executive Order JBE 2020-21
- \$0 - \$10,000: No competition required (informal quotes / P-Card)
- \$10,000 - \$20,000: 3 quotes required, or Hudson/Vets Initiative
- \$20,000 - \$30,000: 5 quotes required, or Hudson/Vets Initiative

Competitive Sealed Bids (ITB)

- Over \$30,000 – publically advertised

Request for Proposals (RFP)

- Long, complex
- Primes and subcontractors



Methods of Procurement

- Non-Competitive “PPCS” Service Contracting
 - Professional services (doctors, lawyers, accountants, actuaries, veterinarians, claims adjusters, engineers, architects) – ALL
 - Personal services (artists, interpreters, photographers, musicians or writers with highly technical or unique individual skills/talents) – ALL
 - Consulting services (IT, business management, large-scale personal or professional service-type activities) – under \$75,000 / year
 - Social services (rehabilitation and health support services – health, substance abuse, family planning, etc.) – under \$250,000 / year
- Cooperative Purchasing/GSA
- Brand Name Contracting
- Emergency Procurement



Strategies for Success

- Offer a Solution
- Register, Compete, and Market
- Low Hanging Fruit
 - non-competitive purchases/contracts
- Hudson Initiative
 - Up to \$30,000
 - Points for RFP Proposals (as a Prime or sub-contractor)
- Partner With Other Vendors



Statewide Contracts

Sometimes referred to as
"44" contracts
(e.g., 4400018930)

Typically established by ITB,
RFP, GSA, or cooperative

"Do you have a State
contract?"

Benefits of bundled
purchasing power and
compliance

Established by OSP to meet
the needs of all state
agencies, as well as political
subdivisions and quasis

Emergency Contingency are
often a subset of statewide



Emergency Procurement

- **Types of Emergencies**

- Usual Emergency
 - e.g., water line burst
- Catastrophic Emergency
 - e.g., hurricane



- **Types of Emergency Procurement**

- Governor's EO/Proclamation provides flexibility
- Extraordinary authorization to obtain three (3) quotes
- Use of OSP emergency-contingency statewide contracts
- Use of regular statewide contracts if still available
- RFQs: request for quotations (time-abbreviated bids)



Emergency Procurement Differences

Faster pace

- Need immediate response and delivery

Higher stakes

- Life, health, and/or property is at immediate risk

Fragmented information

- Crisis mode – full picture is not always clear

Fewer suppliers

- Many businesses closed or inaccessible

Logistics

- Road closures, weather impacts, loss of power



State Systems

- OSP's Website
 - procurement.la.gov
- LaGov / LaPac
 - Vendor registration
 - Bid postings
 - Bid notifications
 - Listing of registered vendors
- eCat
 - State's electronic catalog of existing contracts
- LESA
 - RFPs



OSP Overview and Staff

Directory

Agency Resources

Training Resources

Vendor Resources



AGENCY RESOURCES



VENDOR RESOURCES



TRAINING RESOURCES

OFFICE OF STATE PROCUREMENT

The Office of State Procurement serves the people of Louisiana by ensuring that the state's contracting and purchasing activities are conducted legally, fairly and efficiently. OSP procures, or administers the procurement of, the equipment, goods, supplies and services needed by state agencies. As a result, the office has a joint role of regulatory compliance and customer service. OSP ensures that competition is full, fair and forthright, and that both contractors and agencies fulfill their contractual duties.

We welcome your interest in learning more about the state of Louisiana's procurement processes, and we invite you to do business with the state. If we can assist you in finding the information you need, please do not hesitate to contact us.

QUICK LINKS

[OSP Overview and Staff Directory](#)

[LaPac - Vendor Registration](#)

[LaPac - Current Bid Opportunities](#)

[LESA - Current RFP Opportunities](#)

CONTACT US

Paula Tregre, Director

 225.342.8010

 P. O. Box 94095
Baton Rouge, LA 70804

 1201 N. Third St., Suite 2-160
Baton Rouge, LA 70802



VENDOR RESOURCES

[Home](#) / [Division Offices](#) / [Office of State Procurement](#) / [Vendor Resources](#)

[OSP Overview and Staff](#)

[Directory](#)

[Agency Resources](#)

[Training Resources](#)

[Vendor Resources](#)

FREQUENTLY ASKED QUESTIONS

[General FAQs](#) 

[Registration and Profile Maintenance FAQs](#) 

[Bid Submittal FAQs](#) 

[Online Bidding FAQs](#) 

[Bid Results FAQs](#) 

[Statewide Brand Name / Computer Contract FAQs](#) 

FORMS

[Vendor Forms](#) 



VENDOR REGISTRATION

[Click here to enter the registration system.](#)

- If you have trouble accessing the registration system, [please review the browser requirements.](#)

Vendor Portal Helpscripts

- [Phases of Vendor Registration](#)
- [Vendor Registration](#)
- [UNSPSC Commodity Codes](#)
 - [UNSPSC Code Search](#) (*Tool, not a helpscript*)
- Administrator Roles:
 - [Welcome Page](#)
 - [Create Additional Users](#)
 - [Manage User Data](#)
 - [Manage Own Data](#)
 - [Manage Company Data](#)
 - [PO Email Election](#)
 - [Manage Product Categories](#)
 - [Create Remit Address](#)
 - [Vendor Payments](#) (*Inquiry*)

CONTRACTING OPPORTUNITIES

- [LaPAC Bids Opportunities from State of Louisiana and local agencies](#)
- [Central Contract Registration](#) - Where vendors register their businesses for Federal contracts
- [Federal Business Opportunities](#) - Provides a list of current contracting opportunities
- [Sub Contracting Opportunities](#) - Prime contractors solicit services from subcontractors
- [LA Procurement Technical Assistance Center \(LA PTAC\)](#) - Assist in linking business and government
- [Northwest Louisiana Government Procurement Center](#) - Assist in linking business and government
- [Department of Transportation & Development](#) - How to do business with DOTD

Current Contracts

[Current contracts can be reviewed here.](#) Vendors are encouraged to familiarize themselves with existing contracts for the commodity they offer and similar products or services. Buyer information is available on each contract.

[Hudson and Veteran Information can be viewed here.](#)

VENDOR TRAINING

Vendor Training Catalog



[Units of Measure Codes](#)

[Example Regional Map](#)

[List of All State Agencies](#)

[Authorized Quasi Agencies](#)

[Louisiana Procurement Technical Assistance Center](#)



LaPAC

Welcome to the Louisiana Procurement and Contract Network

[Help](#)

[LaPAC Public Menu](#)

[Bids by Category](#)

[Bids by Department](#)

[Search for Open Bids](#)

[Search by Bid Number](#)

[Vendor Registration Menu](#)

LaPAC Public Menu

All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov via the vendor enrollment portal.

[Vendor Registration Menu](#)

Use the LaGov vendor enrollment portal to market your products or services.

[Bids by Category](#)

View a listing of bids by category for all departments.

[Bids by Department](#)

View a listing of solicitations by department.

[Search for Open Bids](#)

Locate open solicitations by one or more selection criteria.

[Search by Bid Number](#)

Locate solicitations by bid number.

[Check Status](#)

View a listing of solicitations that have already opened and see the current status.



[LaPAC Public Menu](#)

[Vendor Registration Menu](#)

[Vendor Reg Procedures](#)

[UNSPSC Product Search](#)

[UNSPSC Product Tree](#)

Vendor Registration Menu

All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov via the vendor enrollment portal.

[Vendor Enrollment Portal](#)

Complete the New Supplier Registration form and click submit. **Important!** Be sure to close all web browser sessions after you click submit. You will receive an email with your permanent User ID (LaGov Vendor Number) and a new link to create your personal password. You can now manage your account — create/update additional contacts, manage own data, manage company data and manage product categories.

[Maintain Registration Information](#)

Using permanent User ID and personalized password, login and manage company information.

[Vendor Registration Procedures](#)

Visit our Vendor Center for additional details on the new LaGov Vendor Registration process.

[UNSPSC Product Search and Product Tree](#)

Search for UNSPSC Products by entering a search term or expanding product categories to view descriptions at the Segment, Family, Class, and Commodity Code levels.

[Search for Registered Vendors \(LaGOV\)](#)

Search for vendor information that has been provided in the new LaGov vendor enrollment portal (enrollment by UNSPSC Commodity Class Codes).



Benefits of Registration

	Automated bid/addenda notifications
	Free, fast enrollment and 24/7 access
	Self-enrollment and account maintenance
	Makes your company visible to agencies
	Ties to registration in the State's payment system
	Allows online bids instead of submitting paper
	Required for any contract award



Registration Help Scripts

Vendor Portal Helpscripts

- [Phases of Vendor Registration](#)
- [Vendor Registration](#)
- [UNSPSC Commodity Codes](#)
 - [UNSPSC Code Search](#) (*Tool, not a helpscript*)
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 - [Manage User Data](#)
 - [Manage Own Data](#)
 - [Manage Company Data](#)
 - [PO Email Election](#)
 - [Manage Product Categories](#)
 - [Create Remit Address](#)
 - [Vendor Payments](#) (*Inquiry*)



LaPac Bids by Department

Bids by Department

Click on the underlined Department to view a list of bids for that Department.

***** State Procurement *** - (214)**

+ State - Corrections - (5)

+ State - Transportation and Development - (21)

+ State - Environmental Quality - (1)

+ State - Agriculture & Forestry - (2)

+ State - Board of Commissioners Port of New Orleans - (0)

+ State - Board of Supervisors-University of LA System - (1)

+ State - Capital Area Human Services District - (0)

+ State - Civil Service - (0)

+ State - Coastal Protection & Restoration Authority - (4)

+ State - Commissioner of Elections - (0)

+ State - DCRT- OFFICE OF STATE PARKS - (2)



LaPac Bids by Category

Bids by Category (UNSPSC Segment)

Click on the underlined category to view a list of bids for that category.

APPAREL AND LUGGAGE AND PERSONAL CARE PRODUCTS (53000000) - (9)

Clothing, Footwear, Luggage and Handbags and Packs and Cases, Personal Care Products, Sewing Supplies and Accessories

BUILDING AND CONSTRUCTION AND MAINTENANCE SERVICES (72000000) - (94)

Building Construction, Support, Maintenance and Repair Service, General Building Construction, Heavy Construction Services, Specialized Trade Construction and Maintenance Services

BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES (22000000) - (6)

Heavy Construction Machinery and Equipment

CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS (12000000) - (7)

Explosive Materials, Elements and Gases, Additives, Colorants, Waxes and Oils, Solvents, Compounds and Mixtures

CLEANING EQUIPMENT AND SUPPLIES (47000000) - (14)

Water and Wastewater Treatment Supply and Disposal, Industrial Laundry and Dry Cleaning Equipment, Janitorial Equipment, Cleaning and Janitorial Supplies

COMMERCIAL, MILITARY, PRIVATE VEHICLES, ACCES. AND COMP. (25000000) - (21)

Motor Vehicles, Marine Transport, Railway and Tramway Machinery/Equipment, Aircraft, Spacecraft, Non Motorized Cycles, Transportation Components/Systems, Vehicle Bodies/Trailers, Transportation Services Equipment, Aerospace Systems/Components/Equipment

DEFENSE, LAW ENFORCEMENT, SECURITY, SAFETY EQUIP. AND SUP. (46000000) - (19)

Light Weapons and Ammunition, Conventional War Weapons, Missiles, Rockets and Subsystems, Launchers, Law Enforcement, Public Safety and Control, Security Surveillance and Detection, Personal Safety and Protection, Fire Protection

DISTRIBUTION, CONDITIONING SYSTEMS AND EQUIP. AND COMP. (40000000) - (17)

Heating and Ventilation and Air Circulation, Fluid and Gas Distribution, Industrial Pumps and Compressors, Industrial Filtering and Purification, Pipe Piping and Fittings



LaPac Bid Opportunities

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000012469	*Site Visit* Grounds Maintenance - DOA Original: 3000012469 Attachments: Attachment A -Special Terms & Conditions, Pages 1 - 9 , Attachment B - Specifications, Pages 1-2 , Attachment C - Online Bidding Instructions, Pages 1 - 11	04/04/2019	04/30/2019 10:00:00 AM CT	107001
	Addendum No. 1 - Extending Bid Opening Date Date: April 4, 2019 Y Addendum 1: 3000012469-1	04/04/2019		
	Addendum No. 2 - CANCELLATION Date Issued: May 29, 2019 Your refe Addendum 2: 3000012469-2	05/29/2019		
3000012804	Fax Bid - Light Fixtures - DOC/Angola Bid Cancelled: 05/31/2019 Original: 3000012804 Attachments: Attachment A - Special Terms and Conditions - Pages 1-5 , Attachment B - Line Item Response - Page 1-1 , Attachment C - Online Bidding Instructions - Pages 1-11	05/10/2019	05/20/2019 2:00:00 PM CT	107001
	Addendum No. 1 - CANCELLATION Date Issued: 5/31/19 Addendum 1: 3000012804-1	05/31/2019		
3000012425	Auctioneering Services for LPAA Bid Cancelled: 06/11/2019 Original: 3000012425 Attachments: Attachment A - Special Terms and Conditions - Pages 1-8 , Attachment B - Specifications - Pages 1-5 , Attachment C - Price Sheet - Page 1-1 , Attachment D - Online Bidding Instructions - Pages 1-10	04/29/2019	05/21/2019 10:00:00 AM CT	107001
	Addendum No. 1 - Special Terms and Conditions Revisions, Questions & A Addendum 1: 3000012425-1 Attachments: Addendum # 1 - Price Sheet Revisions - Pages 1-2 , Revised Attachment A - Special Terms and Conditions - Pages 1-8	05/06/2019		
	Addendum No. 2 - CANCELLATION Date Issued: June 7, 2019 Your refe Addendum 2: 3000012425-2 Attachments: Notice of Cancellation - Page 1-1	06/11/2019		
3000012665	*Rebid*Prisoner Transport Service - DOC Bid Cancelled: 05/30/2019 Original: 3000012665 Attachments: Attachment A - Special Terms and Conditions - Pages 1-9 , Attachment B - Specifications - Pages 1-4 , Attachment C - Online Bidding Instructions - Pages 1-11	04/26/2019	05/21/2019 10:00:00 AM CT	107001



Bid Posting Notification

□noreply@la.gov

LaPac 3000013383 *Site Visit* Air Handler & Condenser

To ■ LAPAC/LISTSERV ADMIN ID

 We removed extra line breaks from this message.

A solicitation has been announced which may be of interest to you:

Bid Number: 3000013383

Description: *Site Visit* Air Handler & Condenser

Bid Opening Date: Aug 27 2019

Category: DISTRIBUTION, CONDITIONING SYSTEMS AND EQUIP. AND COMP. (40000000)

For more information pertaining to this solicitation, visit:

<http://www.cfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=documentno&term=71789>

If the above link does not work, either copy and paste or type the web address into your Internet browser address line and press enter.

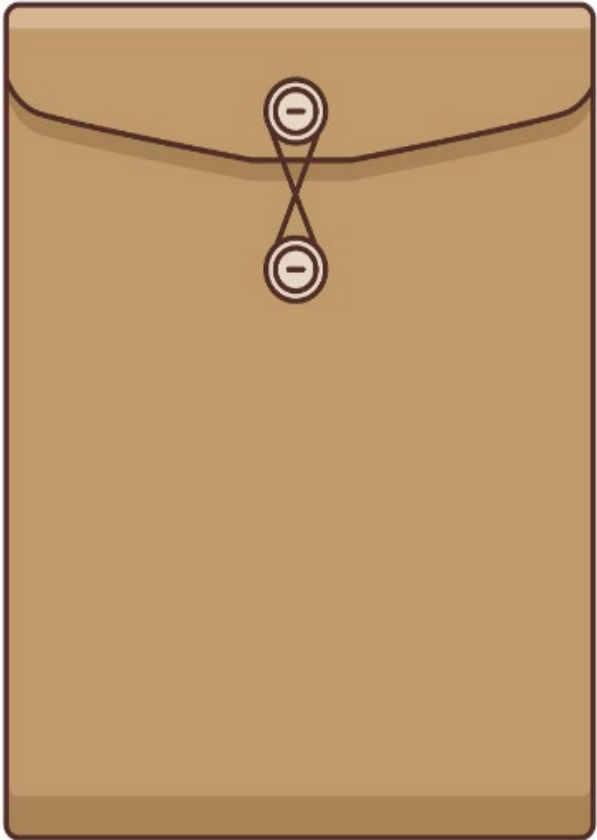
Please do not respond to this message as this mailbox is not monitored and your response will be deleted.



Invitations to Bid (ITBs)



Invitation to Bid (ITB) Definition

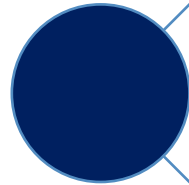


LA R.S. 39:1556(29):

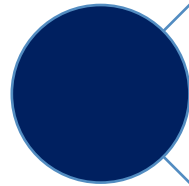
All documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the procedures set forth in R.S. 39:1594.



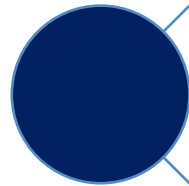
Submitting a Bid



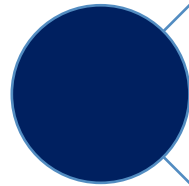
Online



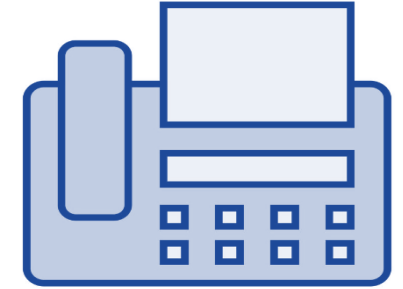
Mail/Courier Service



In Person



Fax



Types of Attachments

Mandatory
Jobsite Visit
Certification
Form

Drawings
Diagrams
Maps

Price
Sheet



Required Licenses

Equipment
Maintenance
and Repair

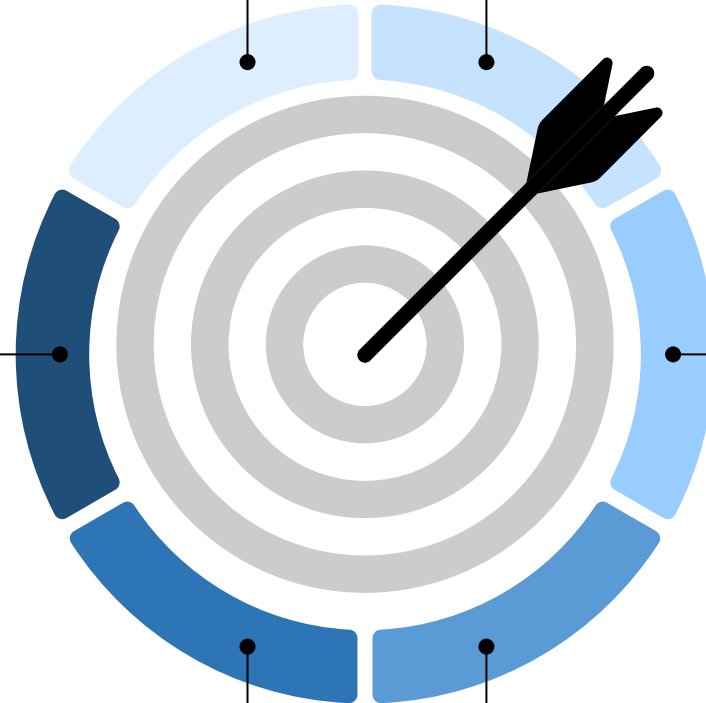
Grounds
Maintenance

Security
Guards

Medical
Personnel

Labor &
Materials/
Construction

Motor
Vehicle Dealer



What is a Specification?

Any description of the physical, functional, or performance characteristics of an item, OR the nature of a supply, a service, construction job, or a major repair.



Terms

Shall/Must

imperative

May

permissive

Should

desirable

And

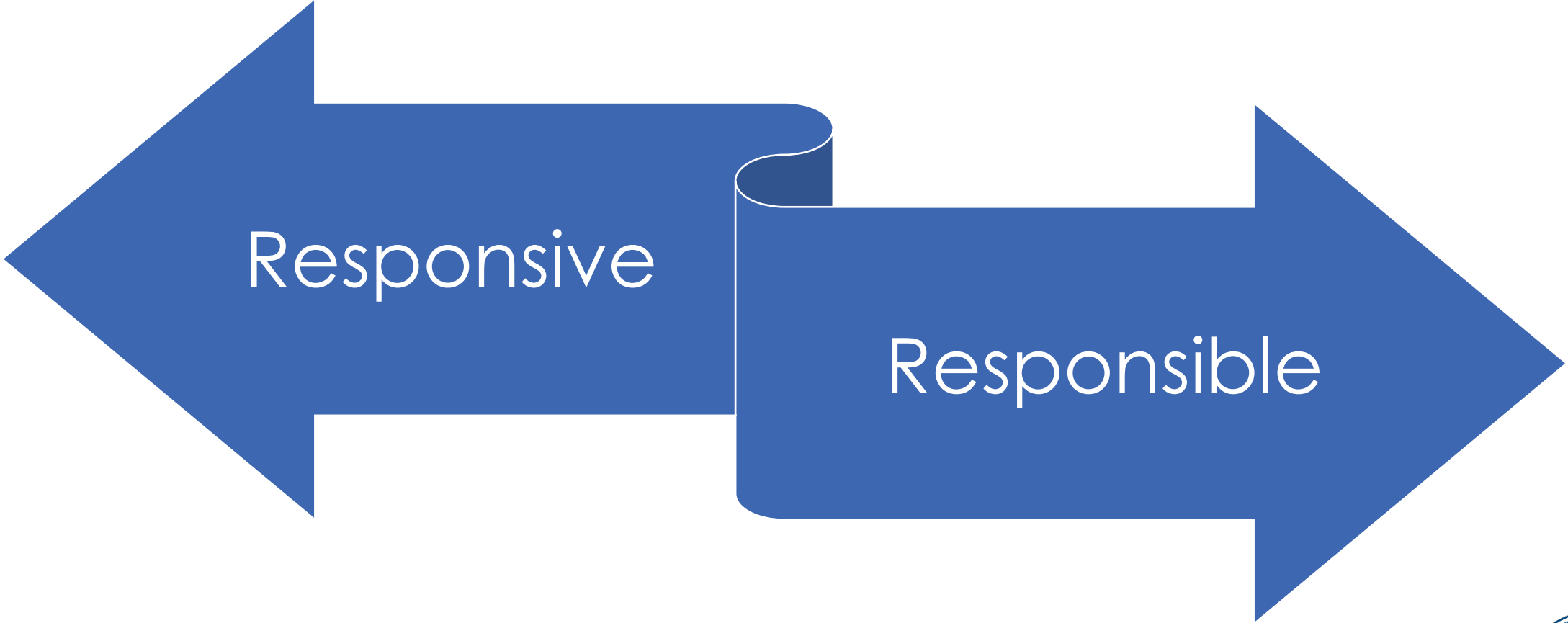
must have both

Or

either is acceptable



Types of Bidders



Responsive

Responsible



Common Mistakes



No signature
Late bids
Unacceptable format
Freight not included in bid price
Missing documentation
Failure to meet specifications



Tips for a Successful Bid



- Read Everything
- Don't Wait
- Use the Bid Forms
- Sign Your Bid
- Check Your Math
- Include Required Documentation



Questions / Additional Information

Office of State Procurement

- Specifications
- Bid Submittals
- Bid Terms and Conditions
- Bid Opening

Agency

- Job Visits & Pre-Bid Conferences
- Invoice & Payment
- Delivery
- Work Hours / Job Site Details



Requests for Proposal (RFPs)

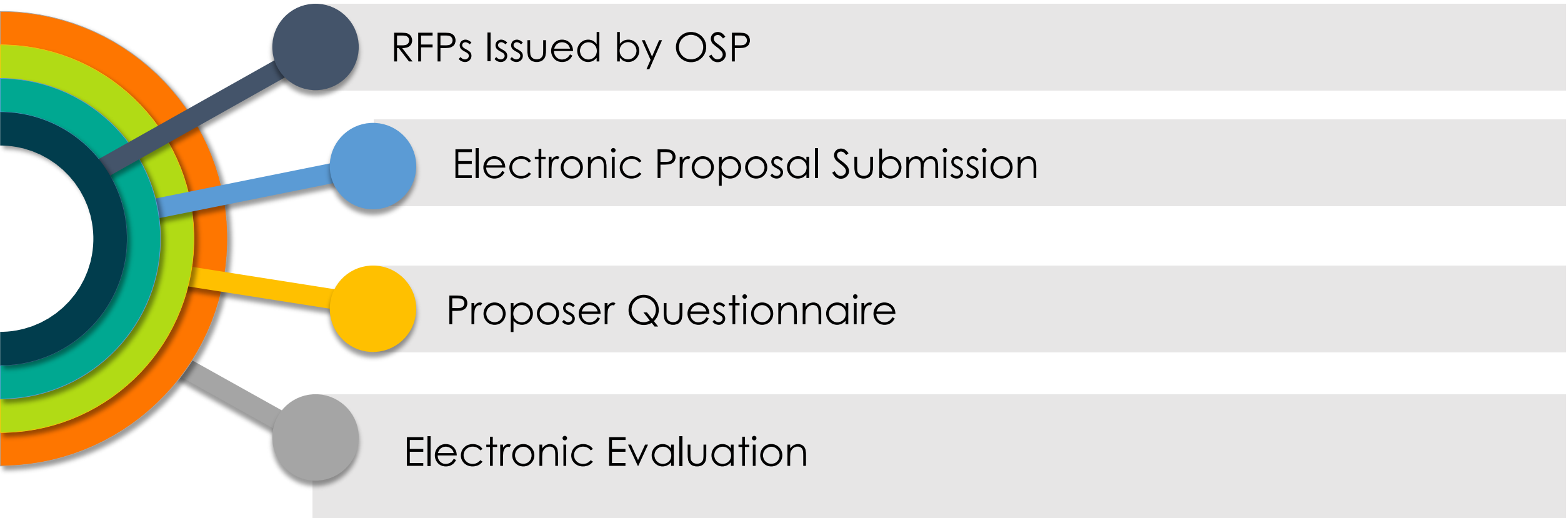


LESA

- Louisiana eProcurement Solutions by Ariba (LESA)
- SAP Ariba Platform
- Cloud Solution



LESA Features



LaPAC RFP Postings

LESA RFP

Doc235673330	RFP for Transportation Systems Management and Operations for DOTD Original: Doc235673330	07/26/2021	09/22/2021 10:00:00 AM CT	107001
	Proposal Opening Date Change Addendum 1: Doc235673330-1	08/27/2021		

RFP Posted by an Agency

3000013606	Microgravimetric Weighing PM 2.5 Filters Original: 3000013606 Attachments: Notification Posting Request for Proposals	09/12/2019	10/15/2019 3:00:00 PM CT	855D03
----------------------------	---	------------	-----------------------------	------------------------



LaPAC LESA Postings

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

Notice to Proposers

The Office of State Procurement (OSP) has published Solicitation Number Doc692969434-Request for Proposal (RFP) for System Integrator (SI) for LDH. The RFP may be accessed in Louisiana eProcurement Solutions by Ariba (LESA) by navigating to <https://discovery.ariba.com/rfx/17490149> and clicking Respond to Posting.

LESA uses the cloud-based SAP Ariba eProcurement system. In order to view this RFP, Suppliers must login with their Ariba Network Username and Password. Suppliers can self-register for free at <http://louisiana.sourcing3.ariba.com/ad/selfRegistration>.

By: Michael Wyckoff
Office of State Procurement
Email: Michael.Wyckoff@la.gov



Ariba Discovery

SAP Ariba Discovery ▾

I'm Buying ▾

I'm Selling ▾

[Back](#)



This is a public sector / buyer funded posting and you can respond for free ⓘ

Transportation Systems Management and Operations for LA DOTD

State of Louisiana

Posted On: 26 Jul 2021

Open for bidding on: 26 Jul 2021

Response Deadline: 22 Sep 2021 8:21 AM PDT

[Respond to Posting](#)



Add to Watchlist

Not Interested ▾

| Share: [f](#) [t](#) [in](#) [✉](#)

Opportunity Amount: **\$5,000,000.00 to \$20,000,000.00 USD**

Contract Length: 60 months

Response Deadline: 22 Sep 2021 8:21 AM PDT

(Buyers can close postings early)

Posting ID: 10684867(Doc235673330)

Posting Type: Request for Information

Public Posting: <http://discovery.ariba.com/rfx/10684867>

Product and Service Categories

- Traffic engineering

Ship-to or Service Locations

- Louisiana - United States

Posting Summary

Transportation systems management and operations (TSMO) for State of Louisiana Department of Transportation and Development.

Proposal opening date and time is September 22, 2021 at 10:00 A.M. (CT).

[Questions & Answers](#)



Ariba Network Registration

is a public sector / buyer funded posting and you can respond for fr

Log In [Register Now!](#)

Ariba members:
Use your Ariba user ID and password.

[Forgot Username](#)
[Forgot Password](#)

portunity Amount: **\$5,000,000.00 to \$**

Contract Length: 60 months

Response Deadline: 22 Sep 2021 8:21 AM PDT

(Buyers can close postings early)

Posting ID: 10684867(Doc235673330)

Posting Type: Request for Information

Public Posting: <http://discovery.ariba.com/rfx/10684867>

Categories Ship-to or Service Locations



RFPs in LESA

[< Go back to Leads](#)

[Desktop File Sync](#)

Event Details

 Doc235673330 - RFP for Transportation Systems Management and...

 Time remaining
4 days 18:45:38

[Event Messages](#)

[Download Tutorials](#)

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

[All Content](#)

- 1 [Administrative and G...](#)
- 2 [Scope of Work](#)
- 3 [Evaluation](#)
- 4 [Secretary of State R...](#)

You must decide whether or not you intend to participate in this event.

[Download Content](#)

[Intend to Participate](#)

[Decline to Participate](#)

[Print Event Information](#)

Primary

Administrative and General Information

(Section 1 of 17) [Next >>](#)



Name ↑

▼ 1 Administrative and General Information

1.1 The contact person for this RFP is:
Office of State Procurement
Chris Wuchte
1201 N. Third Street Suite 2-160
P.O. Box 94095
Chris.Wuchte1@LA.GOV
225-342-5644
225-342-9756

1.2 Request for Proposals  [RFP Document for TSMO.pdf](#) ✓

1.3 Purpose

[Less...](#) 

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Louisiana Revised Statute 28:1505 from qualified

[Next Section: Scope of Work](#)



RFPs in LESA

Console

 Doc719284131 - RFP for Multi-Option Infrastructure for LOSP

 Time remaining
17 days 23:06:50

Event Messages
Response History

▼ Checklist

1. [Review Event Details](#)

2. [Submit Response](#)

▼ Event Contents

[All Content](#)

1 [Request for Proposal](#)

2 [Proposal Response](#)

3 [Addenda](#)

Primary

All Content



Name ↑

▼ 1 Request for Proposal

1.1 RFP for Multi-Option Infrastructure for the Louisiana Office of State Parks.  [LESA 2.0 RFP Document.pdf](#) ✓

▼ 2 Proposal Response

2.1 Complete the referenced Part 1 - Proposer Information, Acknowledgements, and Certifications. Click references to download the attachment. Attach the completed file.  [References](#) ✓ * [Attach a file](#) ✓

▼ 2.2 Part 2: Technical Proposal

2.2.1 Complete the referenced Subpart A - The Idea. Click references to download the attachment. Attach the completed file.  [References](#) ✓ * [Attach a file](#) ✓

2.2.2 Complete the referenced Subpart B - The Solution. Click references to download the attachment. Attach the completed file.  [References](#) ✓ * [Attach a file](#) ✓

2.2.3 Complete the referenced Subpart C - The Approach. Click references to download the attachment. Attach the completed file.  [References](#) ✓ * [Attach a file](#) ✓

▼ 2.3 Part 3: Claim of Business Confidentiality

2.3.1 Complete the referenced Part 3 - Claim of Business Confidentiality. Click references to download the  * [Attach a file](#) ✓



Blackout Period

- Prohibits communication except with designated contact person
- Helps ensure integrity in the procurement process
- Ensures all proposers have access to the same information at the same time
- May result in disqualification
- May also result in suspension or debarment



RFP Format in LESA



Traditional RFP Content



Proposer Information



Scored Content

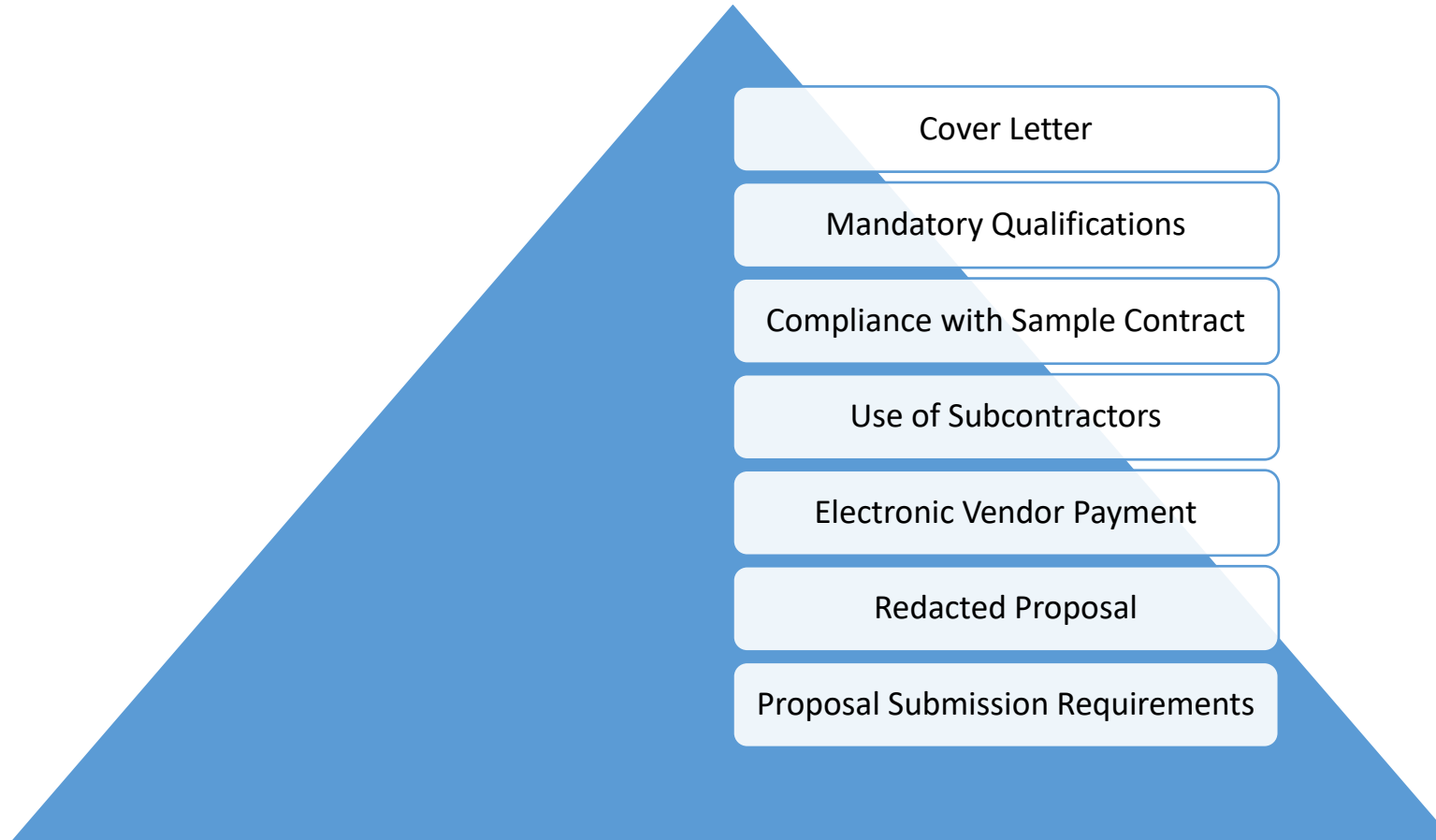


Traditional RFP Content

- Administrative and General Information
- Scope of Work
- Evaluation
- Secretary of State Requirements
- Insurance Requirements
- Addenda



Proposer Information (Non-Scored Content)



Scored Content

Company Background and Experience



Approach and Methodology



Service and Support



Proposed Staff Qualifications



Hudson/Veteran Initiatives



Financial Proposal



Proposals – New Format

- Part 1 – Proposer Information, Acknowledgements, and Certifications (Non-Scored)
- Part 2 – Technical Proposal
 - Mandatory Qualifications (Pass/Fail)
 - Use of Subcontractors (Non-Scored)
 - Technical Evaluation Factors (Scored)
- Part 3 – Financial Proposal (Scored)
- Part 4 – HVI (Scored)



Proposals – New Format

NON-SCORED

Part 5

Proposed Modifications
to Sample Contract

Part 6

Claim of Business
Confidentiality

Part 7

Electronic Vendor
Payment Solution



Proposal Preparation Phases

Planning

- Read RFP
- Inquiry Period
- Determine Intent to Participate

Writing

- Write Proposal
- Proofread

Submitting

- Package Proposals
- Timely Deliver Proposals



Read the RFP

- Scope of Work
- Mandatory Requirements (Shall)
- Desirable Requirements (Should)
- Permissible Requirements (May)
- Proposer and Contractor Requirements

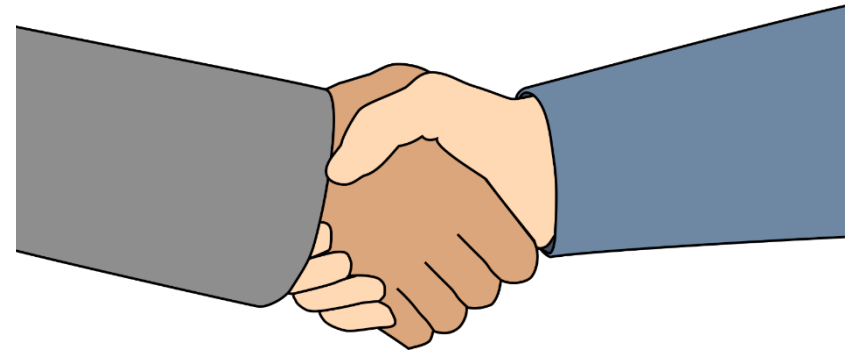
Pay Attention



Subcontractors

- How to connect with a Proposer?

- Attend Pre-Proposal Conference
- Public Records Request
- Web search



- How to find Hudson/Vet subcontractors?

- LED Website:

<https://smallbiz.louisianaeconomicdevelopment.com/Search/>



Public Records Request

Request from Agency Custodian of Records



Evaluation
Summaries



Proposals



Contracts



Inquiry Period

- Reference the RFP section number
- Don't be afraid to seek clarity
- Inquiries **MUST** be received by the deadline



Submitting Inquiries

[< Go back to Leads](#)

[Desktop File Sync](#)

Event Details

 Doc235673330 - RFP for Transportation Systems Management and...

 Time remaining
4 days 18:45:38

[Event Messages](#)

[Download Tutorials](#)

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

- [All Content](#)
- 1 Administrative and G...
 - 2 Scope of Work
 - 3 Evaluation
 - 4 Secretary of State R...

You must decide whether or not you intend to participate in this event.

[Download Content](#)

[Intend to Participate](#)

[Decline to Participate](#)

[Print Event Information](#)

Primary

Administrative and General Information

(Section 1 of 17) [Next >>](#)  

Name ↑

▼ 1 Administrative and General Information

1.1 The contact person for this RFP is:
Office of State Procurement
Chris Wuchte
1201 N. Third Street Suite 2-160
P.O. Box 94095
Chris.Wuchte1@LA.GOV
225-342-5644
225-342-9756

1.2 Request for Proposals  [RFP Document for TSMO.pdf](#) ▾

1.3 Purpose Less... ▾

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Louisiana Revised Statute 28:1595 from qualified

[Next Section: Scope of Work](#)



Submitting Inquiries

< Go back to Leads

Desktop File Sync

Event Messages - RFP for Transportation Systems Management and Operations for DOTD

Done

Time remaining
4 days 18:44:37

Messages



	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
☐	MSG21699866	No	09/09/2021 01:35 PM	State of Louisiana	Anna Carter	Participants (0) Team (0)	Event RFP for Transportation Systems Management and Oper
☐	MSG21699848	No	09/08/2021 02:33 PM	State of Louisiana	Anna Carter	Participants (0) Team (0)	Event RFP for Transportation Systems Management and Oper
☐	MSG21037845	No	08/27/2021 10:47 AM	State of Louisiana	Anna Carter	Participants (0) Team (0)	Event RFP for Transportation Systems Management and Oper
☐	MSG21037844	No	08/27/2021 10:47 AM	State of Louisiana	Anna Carter	Participants (0) Team (0)	Event RFP for Transportation Systems Management and Oper
☐	MSG20236856	No	08/17/2021 11:24 AM	State of Louisiana	Anna Carter	Participants (0) Team (0)	Event RFP for Transportation Systems Management and Oper
☐	MSG19533830	No	08/05/2021 01:56 PM	State of Louisiana	Anna Carter	Participants (0) Team (0)	Event RFP for Transportation Systems Management and Oper
☐	MSG19176831	Not Applicable	07/26/2021 09:16 AM	State of Louisiana	Anna Carter	Participants (0) Team (0)	State of Louisiana has invited you to participate in an event: f

View

Reply

Compose Message

Download all attachments

Done



Submitting Inquiries

[< Go back to Leads](#)

[Desktop File Sync](#)

Compose New Message

Send

Cancel

From: [AJON Inc \(Austin Bachman\)](#)

To: Project Team

Subject:

Attachments: [Attach a file](#)



Send

Cancel



Intent to Participate

Indicates interest
in submitting a
proposal

Allows Proposer
to respond to
event

Non-binding



Intent to Participate

[< Go back to Leads](#)

[Desktop File Sync](#)

Event Details

 Doc235673330 - RFP for Transportation Systems Management and...

 Time remaining
4 days 18:45:38

[Event Messages](#)

[Download Tutorials](#)

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

[All Content](#)

- 1 [Administrative and G...](#)
- 2 [Scope of Work](#)
- 3 [Evaluation](#)
- 4 [Secretary of State R...](#)

You must decide whether or not you intend to participate in this event.

[Download Content](#)

[Intend to Participate](#)

[Decline to Participate](#)

[Print Event Information](#)

Primary

Administrative and General Information

(Section 1 of 17) [Next >>](#)



Name ↑

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P.O. Box 94095
Chris.Wuchte1@LA.GOV
225-342-5644
225-342-9756

1.2 Request for Proposals  [RFP Document for TSMO.pdf](#) ✓

1.3 Purpose

[Less...](#) 

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Louisiana Revised Statute 28:1505 from qualified

[Next Section: Scope of Work](#)



Select Lots

[< Go back to Leads](#)

[Desktop File Sync](#)

Select Lots

Doc235673330 - RFP for Transportation Systems Management and Operations for DOTD

[Cancel](#)

▼ Checklist

1. [Review Event Details](#)

2. [Select Lots](#)

3. [Submit Response](#)

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a [More](#)

Select Lots

Select Using Excel

You have been invited to 1 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#)

[Download Attachments](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

[Choose File](#) No file chosen

Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#)

[Cancel](#)



Select Lots

[< Go back to Leads](#)

[Desktop File Sync](#)

Select Lots

Doc235673330 - RFP for Transportation Systems Management and Operations for DOTD

[Cancel](#)

▼ Checklist

- 1. [Review Event Details](#)
- 2. **Select Lots**
- 3. [Submit Response](#)

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a [More](#)

[Select Lots](#)

[Select Using Excel](#)

Lots Available for Bidding



☐	Name
☐	13.1 Price Schedule

Proposers shall include price per the Price Schedule furnished below. [Click References](#) to download the Price Schedule.

[Confirm Selected Lots](#)

[Cancel](#)



Proposal Preparation Phases

Planning

- Read RFP
- Inquiry Period
- Determine Intent to Participate

Writing

- Write Proposal
- Proofread

Submitting

- Package Proposals
- Timely Deliver Proposals



Proposal in LESA

- Organize Your Thoughts
- Respond to ALL Required Questions
- Ensure Your Approach Shows a Complete Understanding of the RFP
- Know Your Audience



Evaluation Committee

Usually 3+ subject
matter experts

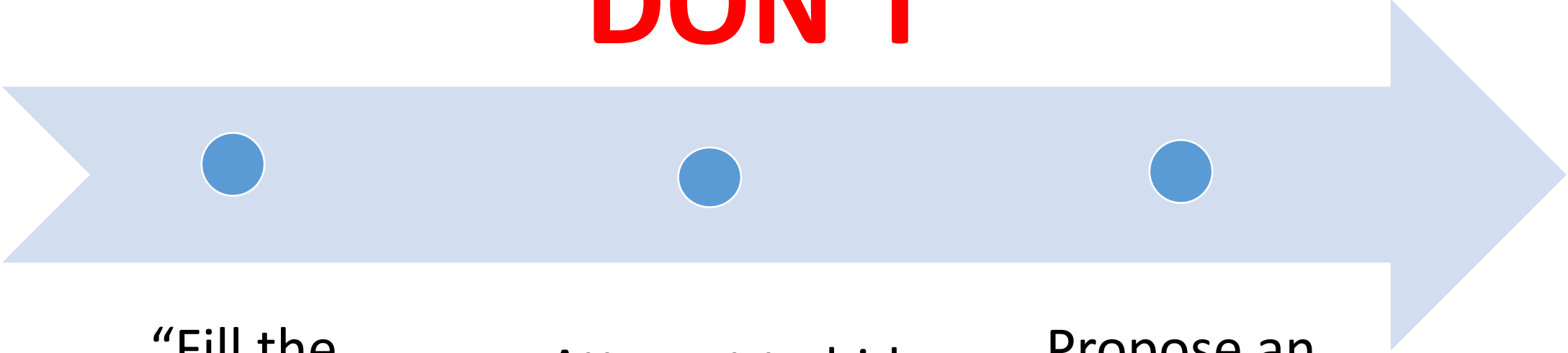
Evaluate proposals

Selects most
advantageous proposal



Drafting Your Proposal

DON'T



“Fill the
page”

Attempt to hide
deficiencies

Propose an
unrealistic
price



Proposer Response

[< Go back to Leads](#)

Desktop File Sync

Doc235673330 - RFP for Transportation Systems Management and...

Time remaining
4 days 18:10:57

Console

Event Messages
Response History

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

▼ Event Contents

All Content

1 Administrative and G...

2 Scope of Work

3 Evaluation

4 Secretary of State R...

5 Insurance Requiremen...

6 Cover Letter

Primary

Cover Letter

(Section 6 of 17) << Prev. | Next >>

Name ↑

▼ 6 Cover Letter

6.1 A cover letter should be submitted on the Proposer's official business letterhead and should exhibit the Proposer's understanding and approach to the project. It should contain a summary of the Proposer's ability to perform the services described in the RFP and confirm that the Proposer is willing and able to perform those services and enter into a contract with the State. Attach the cover letter.

* attach a file

6.2 Person(s) authorized by the Proposer to contractually obligate the Proposer

Click to respond More... +

6.3 Contact person for technical and contractual clarifications throughout the evaluation period

Click More... +

Street:

City:

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import



Table Section

Clicking OK will only **save** your Table Section answers. To **submit** your response, you will need to click OK and then click **Submit Entire Response** on the main screen.

Person(s) authorized by the Proposer to ...



Name ↑	
Name *	
Title *	
Address *	Street:
	City: *
	State/Province/Region: ⓘ
	Postal Code: *
	Country/Region: * (no value) ▾
Telephone number *	
Fax number *	
Email address *	

(*) indicates a required field

OK

Cancel



Answer Types

[< Go back to Leads](#)

Desktop File Sync

Doc235673330 - RFP for Transportation Systems Management and...

Time remaining
4 days 18:10:57

Console

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

All Content

- 1 Administrative and G...
- 2 Scope of Work
- 3 Evaluation
- 4 Secretary of State R...
- 5 Insurance Requiremen...
- 6 Cover Letter

Primary

Cover Letter

(Section 6 of 17) << Prev. | Next >>  

Name ↑

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*Attach a file 

6.2 Person(s) authorized by the Proposer to contractually obligate the Proposer to  Click to respond More... +

6.3 Contact person for technical and contractual clarifications throughout the evaluation period  Click to respond More... +

* Street:

City: *

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

OFFICE OF STATE PROCUREMENT
Procurement.La.Gov

New Format

▼ 2 Proposal Response ▼

2.1 Complete the referenced Part 1 - Proposer Information, Acknowledgements, and Certifications and attach the completed file. ▼

References▼

Attach a file▼

▼ 2.2 Part 2: Technical Proposal ▼

2.2.1 Complete the referenced Subpart A - Use of Subcontractors and attach the completed file. ▼

Attach a file▼

2.2.2 Complete the referenced Subpart B - Use of Subcontractors and attach the completed file. ▼

References▼

Attach a file▼

2.2.3 Use of Subcontractors. If the Proposer has indicated that subcontractors will be used, complete the re

Answer

Attach a file▼

Reference Documents

Part 2 Subpart B Use of Subcontractors.docx

2.2.4 Complete the referenced Subpart C - Company Background and Experience and attach the completed file. ▼

References▼

Attach a file▼

2.2.5 Complete the referenced Subpart D - Approach and Methodology and attach the completed file. ▼

References▼

Attach a file▼

2.2.6 Complete the referenced Subpart E - Proposed Staff Qualifications and attach the completed file. ▼

References▼

Attach a file▼

▼ 2.3 Part 3: Financial Proposal ▼

2.3.1 Financial Proposal ▼

USD

Complete the referenced Part 3 - Financial Proposal and attach the completed file.

Price Schedule ▼

References▼

Attach a file▼



Attachments

[< Go back to Leads](#)

Desktop File Sync

Add Attachment

OK

Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: No file chosen

Or drop file here

OK

Cancel



Supplemental Attachments

< Go back to Leads Desktop File Sync

Console Doc235673330 - RFP for Transportation Systems Management and... Time remaining 4 days 18:10:57

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

All Content

- 1 Administrative and G...
- 2 Scope of Work
- 3 Evaluation
- 4 Secretary of State R...
- 5 Insurance Requiremen...
- 6 Cover Letter

Primary

Cover Letter (Section 6 of 17) < Prev. | Next >

Name ↑

▼ 6 Cover Letter

6.1 A cover letter should be submitted on the Proposer's official business letterhead and should exhibit the Proposer's understanding and approach to the project. It should contain a summary of the Proposer's ability to perform the services described in the RFP and confirm that the Proposer is willing and able to perform those services and enter into a contract with the State. Attach the cover letter.

*Attach a file

6.2 Person(s) authorized by the Proposer to contractually obligate the Proposer to respond Click to respond More... +

6.3 Contact person for technical and contractual clarifications throughout the evaluation period Click More... +

Street: *

City: *

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

< Go back to Leads

Add/Edit Comment

Comment: *

Attachment Attach a file



Conditional Questions



Doc235673330 - RFP for Transportation Systems Management and...



Time remaining
4 days 18:08:44

Primary

Compliance with Sample Contract

(Section 7 of 17) [« Prev.](#) | [Next »](#)



Name ↑

▼ 7 Compliance with Sample Contract

7.1 Proposer agrees to the contract terms provided in the Sample Contract. The Sample Contract may be downloaded by clicking References. [References](#) ▼

* Unspecified ▼

▼ 7.2 Non-negotiable Contract Terms

7.2.1 Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence , contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import



Conditional Questions

Primary

Compliance with Sample Contract

(Section 7 of 17) << Prev. | Next >>



Name ↑	
▼ 7 Compliance with Sample Contract	
7.1 Proposer agrees to the contract terms provided in the Sample Contract. The Sample Contract may be downloaded by clicking References. References ✓	* No ▼
▼ 7.2 Non-negotiable Contract Terms	
7.2.1 Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence , contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.	
7.3 If Proposer cannot comply with any of the contract terms, upload a copy of the Sample Contract containing the exact contract modifications the Proposer seeks. Final wording will be resolved during contract negotiations with the successful Proposer and the intent of the provisions will not be substantially altered.	* Attach a file

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import



Financial Proposal

 Doc235673330 - RFP for Transportation Systems Management and...

 Time remaining
4 days 18:04:46

Primary

Financial Proposal

(Section 13 of 17) [<< Prev.](#) | [Next >>](#)



Name ↑

▼ 13 Financial Proposal

13.1 Price Schedule

Less...

Proposers shall include price per the Price Schedule furnished below. Click References to download the Price Schedule.

Price Schedule:

*[Attach a file](#)



[References](#) ▼

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import



Financial Proposal

 Doc235673330 - RFP for Transportation Systems Management and...

 Time remaining
4 days 18:04:20

Primary

Financial Proposal

(Section 13 of 17) [« Prev.](#) | [Next »](#) 

Name ↑

▼ 13 Financial Proposal

13.1 Price Schedule

Less... 

Proposers shall include price per the Price Schedule furnished below. Click References to download the Price Schedule.

Price Schedule: [*Attach a file](#)  [References](#) ▼

(*) indicates a required field

Reference Documents

 Pricing Schedule.xlsx

Download all attachments

Excel import

Submit Entire Response

Update Totals

Save draft

Compose Message



Saving a Response

Desktop File Sync

 Doc235673330 - RFP for Transportation Systems Management and...

 Time remaining
4 days 18:02:06



✓ Your entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished.

Primary

Financial Proposal

(Section 13 of 17) < Prev. | Next >

Name ↑

▼ 13 Financial Proposal

13.1 Price Schedule

Less...

Proposers shall include price per the Price Schedule furnished below. Click References to download the Price Schedule.

Price Schedule: [*Attach a file](#)  [References](#) ▼

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import



Proposal Preparation Phases

Planning

- Read RFP
- Inquiry Period
- Determine Intent to Participate

Writing

- Write Proposal
- Proofread

Submitting

- Package Proposals
- Timely Deliver Proposals



Finalizing Your Proposal



Ensure all required attachments are included



Proofread



Ensure proposal is signed by an authorized signatory



Electronic submission is highly encouraged



Hard copy submissions: Follow all instructions and deliver by the deadline



Response Submittal

Console

 Doc283209241 - RFP for Consulting Services

 Pending Selection

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. [Select Lots](#)

3. Submit Response

▼ Event Contents

[All Content](#)

1 [Administrative and G...](#)

2 [Scope of Work](#)

3 [Evaluation](#)

4 [Secretary of State R](#)

Primary

All Content



Name ↑	Price	Quantity	Extended Price
--------	-------	----------	----------------

▼ 1.7 Schedule of Events

[Less...](#)

NOTE: The State reserves the right to revise this schedule. Revisions before the Proposal Opening Date, if any, will be formalized by the issuance of an addendum to the RFP.

1.7.2 RFP posted and Blackout Period begins:

Blackout Period

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any Proposer, Bidder, or its Agent or Representative, is prohibited from communicating with any State employee or Contractor of the State involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to State employees, but also to any Contractor of the State "involved" in the procurement process.

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import



Response Submittal

Console Doc283209241 - RFP for Consulting Services Pending Selection

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

All Content

1 Administrative and G...

2 Scope of Work

3 Evaluation

4 Secretary of State R...

Primary

All Content

Name ↑

▼ 1.7 Schedule of Events

NOTE: The State reserves the right to issue an addendum to the RFP.

1.7.2 RFP posted and Blackout Period

Blackout Period

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(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Submit this response?

Click OK to submit.

OK Cancel



Response Submittal

Console

 Doc283209241 - RFP for Consulting Services

 Pending Selection

[Event Messages](#)
[Response History](#)

▼ Checklist

1. [Review Event Details](#)
2. [Select Lots](#)
3. [Submit Response](#)

▼ Event Contents

[All Content](#)

- 1 [Administrative and G...](#)
- 2 [Scope of Work](#)
- 3 [Evaluation](#)

[Secretary of State](#)

✓ Your response has been submitted. Thank you for participating in the event.

Primary

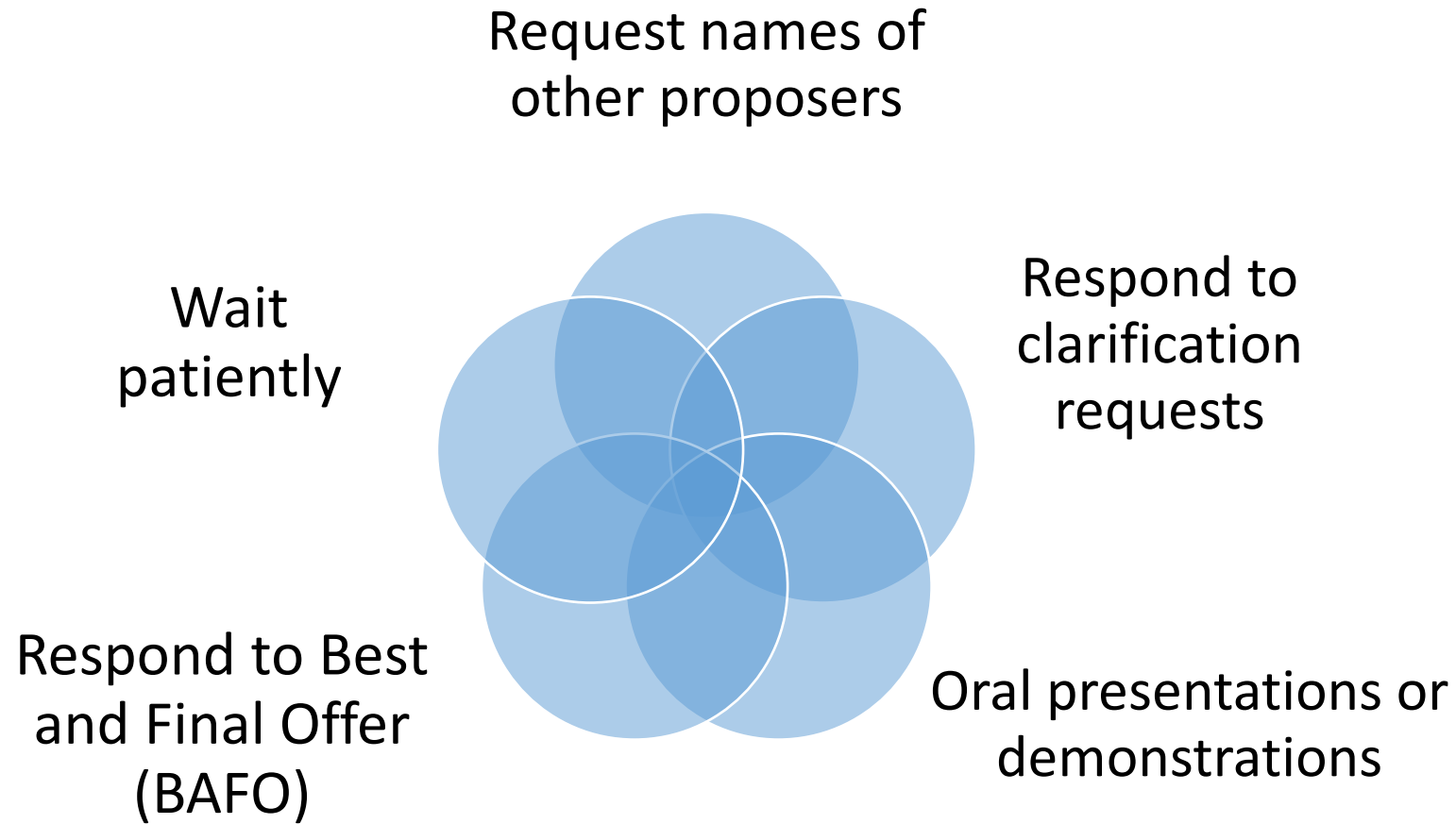
All Content



Name ↑	Price	Quantity	Extended Price
▼ 1.7 Schedule of Events Less...			
NOTE: The State reserves the right to revise this schedule. Revisions before the Proposal Opening Date, if any, will be formalized by the issuance of an addendum to the RFP.			
1.7.2 RFP posted and Blackout Period begins: 			
Blackout Period			
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Post Submittal



Response Revision

Console

 Doc283209241 - RFP for Consulting Services

 Pending Selection

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

All Content

- 1 Administrative and G...
- 2 Scope of Work
- 3 Evaluation
- 4 Secretary of State

The bid shown is your last successfully submitted bid.

Revise/Alternative Response

Primary

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1.7 Schedule of Events	More... +		
1.7.2 RFP posted and Blackout Period begins:			
Blackout Period			
The Blackout Period is a specified period of time during a competitive sealed procurement process in which any Proposer, Bidder, or its Agent or Representative, is prohibited from communicating with any State employee or Contractor of the State involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to State employees, but also to any Contractor of the State. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person. All			



Response Revision

Console

Event Messages
Response History

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

▼ Event Contents

All Content

1 Administrative and G...

2 Scope of Work

3 Evaluation

Secretary of State

Doc283209241 - RFP for Consulting Services

Pending Selection

The bid shown is your last successfully submitted bid.

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK

Cancel

▼ 1.7 Schedule of Events

More... +

1.7.2 RFP posted and Blackout Period begins:

Blackout Period

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any Proposer, Bidder, or its Agent or Representative, is prohibited from communicating with any State employee or Contractor of the State involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to State employees, but also to any Contractor of the State. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person. All



Technical Assistance

[< Go back to Leads](#)

[Desktop File Sync](#)

Event Details

 Doc235673330 - RFP for Transportation Systems Management and...

 Time remaining
4 days 18:45:38

[Event Messages](#)

[Download Tutorials](#)

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

[All Content](#)

- 1 Administrative and G...
- 2 Scope of Work
- 3 Evaluation
- 4 Secretary of State R...

You must decide whether or not you intend to participate in this event.

[Download Content](#)

[Intend to Participate](#)

[Decline to Participate](#)

[Print Event Information](#)

Primary

Administrative and General Information

(Section 1 of 17) [Next >>](#)

Name ↑

▼ 1 Administrative and General Information

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Office of State Procurement
Chris Wuchte
1201 N. Third Street Suite 2-160
P.O. Box 94095
Chris.Wuchte1@LA.GOV
225-342-5644
225-342-9756

1.2 Request for Proposals  [RFP Document for TSMO.pdf](#) ✓

1.3 Purpose

Less... 

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Louisiana Revised Statute 28:1595 from qualified

[Next Section: Scope of Work](#)



Reminders



Proofread your
proposal

Ensure
mandatory
requirements
are met

Submit your
proposal before
the deadline

Keep track of
the Schedule of
Events

Read the RFP
before the
inquiry period



Vendor Guide

Detailed guide on How to Do Business with the State of Louisiana

Deeper dive into registration, bidding, contracting, and customer service processes

LOUISIANA



VENDOR GUIDE

How to Do Business with the State of Louisiana

Tom Ketterer, Director

Division of Administration
Office of State Procurement
1201 North 3rd Street
Suite 2-160
P. O. Box 94095
Baton Rouge, LA 70804-9095

MAIN (225) 342-8010
FAX (225) 342-9756

www.procurement.la.gov

Last updated April, 2022



OSP Contact Information

OSP Website

procurement.la.gov

Purchasing

doa-ospdesktop@la.gov

Professional Contracts

doa-pchelpdesk@la.gov

Vendor Inquiries

vendr_inq@la.gov

LESA Inquiries

lesa@la.gov

OSP Main Desk

(225) 342-8010

